



**MINUTES**  
**SPECIAL BOARD OF EDUCATION MEETING**  
**May 3, 2017**  
**5:45 p.m.**  
**Education Service Center – Board Room**

**1.00 Call to Order and Roll Call**

A special meeting of the Board of Education was called to order at 6:01 p.m. by the President, Marie LaVere-Wright. The following board members were present: Mr. Butcher, Mr. Graham, and Mrs. LaVere-Wright. Ms. Harold was absent with prior notice.

**2.00 Welcome and Pledge of Allegiance**

President LaVere-Wright welcomed those in attendance and invited them to join the Board in the Pledge of Allegiance.

**3.00 Approval of Agenda**

It was moved by Graham, seconded by Butcher to approve the agenda as presented.  
*The motion was put and carried with Butcher, aye; Graham, aye; LaVere-Wright, aye. Motion carried 3-0.*

**4.00 Open Forum (3 minute time limit for each speaker)**

**5.00 Action Items – see attachment**

5.01 Approval of Additional Funding for Allies Learning Center and Modular Replacement Project at Odyssey Elementary (15 minutes)

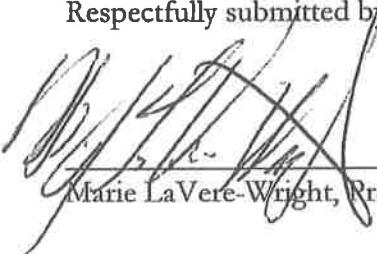
**6.00 Other Business – see attachment**

6.01 Revised Job Description, Teacher on Special Assignment for Early Childhood Education (5 minutes)

**7.00 Adjournment**

It was moved by Harold and seconded by Graham to adjourn the meeting at 6:42 p.m. *The motion was put and carried with Butcher, aye; Graham, aye; LaVere-Wright, aye. Motion carried 3-0.*

Respectfully submitted by Donna Richer,

  
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Marie LaVere-Wright, President

  
\_\_\_\_\_  
Tammy Harold, Secretary



**TOPICS MUST BE RELATED TO ITEMS ON THE AGENDA AT THE BOE SPECIAL MEETING 5/3/17**

**OPEN FORUM**

"Please provide your name, relation to the district and the topic of comment for this open forum. Just as we hold our students to high standards of speech and respect for others, we expect your comments to follow these same standards. Please limit your comments to three minutes. Thank you."

NAME Relation to the District Topic of Comment

1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**BOARD OF EDUCATION AGENDA ITEM 5.01 MINUTES**

<b>BOARD MEETING OF:</b>	May 3, 2017
<b>PREPARED BY:</b>	Jack W. Bay, Chief Operations Officer
<b>TITLE OF AGENDA ITEM:</b>	Odyssey Allies Learning & Mod Replacement Project
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion & Action

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:**

In developing the capital construction budget for the Allies Learning Center and the Modular replacement project a “turnkey” price was requested from the various vendors and general contractors that were submitting proposals to the Chief Operations Officer. The COO received bids back from three general contractors for this project. After reviewing the bids, submitted the preferred general contractor from the building vendor being utilized for the project due to the construction time needed of 90 days or less was identified as the lowest bid. Several discussions followed the preliminary selection to investigate how the general contractor could complete the project for the submitted price. The general contractor indicated that due to his long term relationship with his sub-contractors and his ability to complete the work in house his firm could get the project completed in the condensed time frame for the quoted price. The information noted on the bid indicated the price was a “turnkey” price. As a result, the COO made an assumption that all the components needed to complete the project were included in the quote. After further review and discussions regarding splitting the building costs from the GC’s bid to accommodate our two fiscal budget years that would be impacted by the project, the GC and the building vendor revealed that the building was not quoted in the submitted bids. This created a significant budget deviation that would result in additional capital funds begin needed to complete the project. After reviewing all of the three bids along with a fourth bid that was submitted by an alternate local contractor the GC that was identified as the highest bid initially was truly the lowest bid since they were the only contractor of the initial three that submitted a turnkey quote.

**RATIONALE:**

As a result of the budget deviation all revised quotes are being reviewed by the purchasing department to confirm the scope and price of the project along with the contractor’s ability to meet the requested completion dates so the new facility will be ready for the 2017-2018 school year. This re-review resulted in a projected budget deviation of approximately \$600,000 (\$579,330) more than the funding requested by the COO when the project was submitted to the Board for review earlier this spring. In order to fund this deviation the building vendor has proposed several lease options for the acquisition of the building that will lower our initial investment. Since the funds needed exceed the \$1,000,000 approved in the 2017-2018 capital program these options are being reviewed by the finance team to determine the most efficient means to acquire the building.

**RELEVANT DATA AND EXPECTED OUTCOMES:**

As a learning experience the budget deviation could have been disclosed prior to the projects initial submittal to the board and our stakeholders had the COO utilized the purchasing office to receive and vet the submitted bids for this project. In an effort to assist the D49 administrative support team and due to the workloads that are resulting from the passing of the 3B MLO initiative the COO took the lead on the project. This circumvented the check and balance process that may have identified this issue much sooner in the process. Through our involvement in the RMPEX continuous improvement process we have learned that following processes and procedures lead to superior results. In the future the COO will ensure that all processes that are in place to ensure efficient and effect decisions involving capital projects will be utilized.

**IMPACTS ON THE DISTRICT’S MISSION PRIORITIES—THE RINGS AND ROCKS:**

<b>Culture</b>	<p><b>Inner Ring</b>—How we treat each other</p>	<p>Two components of the cultural compass are transparent and accountable, these two bedrocks are in how we communicate new information that impacts our daily decisions.</p>
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	<b>Outer Ring</b> —How we treat our work	
<b>Strategy</b>	<b>Rock #1</b> —Establish enduring <u>trust</u> throughout our community	As new information becomes available that significantly impacts past or future decisions it is our responsibility to communicate the new information so we can maintain the trust we have earned with our stakeholders.
	<b>Rock #2</b> —Research, design and implement programs for intentional <u>community</u> participation	
	<b>Rock #3</b> — Grow a robust <u>portfolio of</u> distinct and exceptional <u>schools</u>	
	<b>Rock #4</b> — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	By providing a safe, aesthetically pleasing, efficient and comfortable learning facility for our students and staff the operations department assists D49 in building a firm foundation for education to flourish
	<b>Rock #5</b> — Customize our educational systems to <u>launch each student toward success</u>	

**FUNDING REQUIRED:** Additional \$600,000 to fund project    **AMOUNT BUDGETED:** \$1,500,000

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move to approve the additional funding requested in the 2017-2018 budget by the administration for the Allies Learning Center and Modular buildings replacement at Odyssey Elementary.

**APPROVED BY:** Jack W. Bay COO; Brett Ridgway CBO

**DATE:** April 28, 2017

*It was moved by Graham, seconded by Butcher, to authorize the Chief Business Officer to obtain short-term financing to be used in conjunction with the 2017-/18 capital reserve budget for the ALLIES/Odyssey Elementary School Building Project for a total project price not to exceed \$2,357,430.*

*Graham withdrew his motion. LaVere-Wright stated the motion was withdrawn. Butcher and LaVere-Wright provided direction to tighten up estimates on square footage costs. Give us three options. What are our alternatives, even if they're not the most desirable?*

	BUTCHER	GRAHAM	HAROLD	LAVERE-WRIGHT	VACANCY
VOTED AYE					
VOTED NAY					
COMMENTED	X	X	Absent	X	

	BAY	HILTS	RIDGWAY	ROHR	PICKERING
COMMENTED	X	X	X	X	X

**BOARD OF EDUCATION AGENDA ITEM 6.01 MINUTES**

<b>BOARD MEETING OF:</b>	May 3, 2017
<b>PREPARED BY:</b>	Kathlynn Jackson
<b>TITLE OF AGENDA ITEM:</b>	Revised Job Description Teacher on Special Assignment for Early Childhood Education
<b>ACTION/INFORMATION/DISCUSSION:</b>	Discussion

**BACKGROUND INFORMATION, DESCRIPTION OF NEED:** Updated job description is needed to reflect leadership needs.

**RATIONALE:** An updated job description is needed to reflect the leadership needs of the role of the Early Childhood Leader.

**RELEVANT DATA AND EXPECTED OUTCOMES:** Special Education leadership met with preschool teachers on April 10, 2017 to seek input on the leadership expertise and other qualities the preschool teachers desired. This generated a refreshing of the job description to highlight supporting instructional coaching, support for home-bound students, and refinement of the criteria that someone have an Early Childhood Special Education focus.

**IMPACTS ON THE DISTRICT’S MISSION PRIORITIES—THE RINGS AND ROCKS:**

<b>Culture</b>	<b>Inner Ring</b> —How we treat each other	The expectations are that the new leader possesses and demonstrates the qualities of the inner circle.
	<b>Outer Ring</b> —How we treat our work	The new leader will be expected to demonstrate the qualities of the outer circle.
<b>Strategy</b>	<b>Rock #1</b> —Establish enduring <u>trust</u> throughout our community	Enhance the professional development model within early childhood preschool classrooms to include more instructional coaching with an intentional focus on serving students with at-risk and special needs. This also addresses the Special Education Department’s Area of Focus of Recruit and Retain Effective and Highly Effective staff. Finally, it corrects grammatical errors in the previous job description.
	<b>Rock #2</b> —Research, design and implement programs for intentional <u>community participation</u>	
	<b>Rock #3</b> — Grow a robust <u>portfolio</u> of distinct and exceptional <u>schools</u>	Supports Best District through the increased focus on instructional coaching; therefore student outcomes will be positively impacted.
	<b>Rock #4</b> — Build <u>firm foundations</u> of knowledge, skills and experience so all learners can thrive	Supports the District’s Primary Literacy focus.
	<b>Rock #5</b> — Customize our educational systems to <u>launch each student toward success</u>	Focus on the individual needs of the student to excel academically, behaviorally, and socially.

**FUNDING REQUIRED:** None

**AMOUNT BUDGETED:**

**RECOMMENDED COURSE OF ACTION/MOTION REQUESTED:** Move revised job description forward to next Board of Education meeting as an Action Item.

**APPROVED BY:** Peter Hilts, Chief Education Officer

**DATE:** May 1, 2017

BOE Special Meeting May 3, 2017  
 Item 6.01 continued

*This item was moved for action at the May 11<sup>th</sup> regular board meeting.*

	<b>BUTCHER</b>	<b>GRAHAM</b>	<b>HAROLD</b>	<b>LAVERE-WRIGHT</b>	<b>VACANCY</b>
<b>COMMENTED</b>		X		X	
	<b>BAY</b>	<b>HILTS</b>	<b>RIDGWAY</b>	<b>JACKSON</b>	<b>LESCHISIN</b>
<b>COMMENTED</b>				X	